

COMPREHENSIVE PUBLIC TRAINING PROGRAM

CLASS REGISTRATION FORM

AGENCY CODE

AGENCY NO.

Course Title: _____

Location/City: _____

DATE: _____

1st Choice _____2nd Choice _____

NOTE: We will attempt to comply with your first choice in scheduling this class; however, since the classes are filled on a first come, first served basis, you may be scheduled for either date requested. You will receive confirmation approximately three weeks prior to your scheduled date. To check the status of your application, call your agency coordinator or the CPTP office, Division of Administration, at 225-342-4739.

PARTICIPANT INFORMATION

Name _____

Employee No. or SSN: _____

Department/Agency/Office _____

Work Address, City, State _____

Job Title _____

Home Address, City, State, Zip Code _____

Are you a supervisor?

☐ Yes ☐ No

Work Phone No.

() -

Fax No.

() -

Birth Date _____

Parish of Residence _____

E-Mail Address: _____

Supervisory Group for Civil Service
Mandatory Training, if applicable:☐

Supervisory Group 1

☐

Supervisory Group 2

☐

Supervisory Group 3

Accommodation
Needed (ADA)☐

No

☐

Yes

If yes, please indicate
what is needed:

The following information is used to compile equal opportunity reports. You are not legally obligated to provide this information.

☐

White

☐

American Indian

☐

Asian

☐

Male

☐

Female

☐

African-American

☐

Hispanic

☐

Other

Highest Level of
Education Completed☐

Diploma/Some college/Tech. School

☐

College Degree

☐

Graduate courses/graduate degree

APPROVAL SIGNATURES

NOTICE TO AGENCIES:

The Management Development classes are designed for managerial/supervisory personnel. CPTP considers agency approval to be authorization for the participant to travel to the city where the requested class will be held.

Applicant _____

Date _____

Supervisor _____

Date _____

Agency Approval _____

Date _____

Agency CPTP Coordinator _____

Date _____

Return the completed form to your Agency CPTP Coordinator: _____

Address and City: _____

Phone and Fax Numbers: _____